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Chono*

17 DEC 1958

MEMORANDUM FOR: Secretary, Board of Review

FROM : Chief, Finance Division

SUBJECT : Cash Shortage at the [REDACTED] Station

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REFERENCE : Memorandum from Secretary, Board of Review to
Chief, Finance Division dated 13 November 1958

1. In response to referenced inquiry, you are advised that we have reviewed Subject's personnel file and could not locate documentation indicating that the Finance Division nominated, sponsored or even endorsed [REDACTED] for the Administrative and Finance Assistant's position at the [REDACTED] Station. Subject's position, as reflected on the Agency's Request For Personnel Action (Standard Form 52), designated him as an "Administrative Assistant".

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2. Subject's personnel file did reflect the following comments in connection with financial training received by him from the Agency:

a. In a memorandum from the Chief, Instructor, Administrative Training, TRS to the Chief, BCD, dated 29 April 1948, Subject received the following rating: "Accounting Procedures - Mediocre".

b. A Personnel Data Sheet, dated 13 January 1954, under the heading "CIA Training", stated that subject had "8 weeks Finance Training in Finance Division".

c. His Fitness Report for the period 10 December 1955 - 28 July 1956 contains the following statement from the Chief of Station, [REDACTED]: "Prior to his assignment in [REDACTED], [REDACTED] was given a brief period (two or three weeks) of training in Finance Division".

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3. The above were the only written statements or evaluations that could be found in his personnel folder in connection with financial training. The records of this office do not contain a written report or evaluation of any training performed by members of the Finance Division; however, in view of the remarks contained in paragraph 2.b. and c., above we would not deny (or it is assumed) that he did receive a brief period of training in the Finance Division in connection with the handling of Class "B" Station accounting procedures. During the period of Subject's tenure with the Agency, it was normal procedure for the Foreign Divisions to require their administrative personnel to obtain finance training (correctly defined as a finance briefing) for periods of from one (1) day to approximately two (2) weeks prior to their overseas assignments. The records of this office show that the practice of preparing written evaluations of this training was not commenced until January 1957.

4. It should be noted that the time stated as allotted for the training of this employee in Class "B" fiscal procedures could, in no sense, be considered sufficient to qualify him as an expert in the handling of those procedures. Such limited training by this Division, as well as the present two (2) week training course offered by the Office of Training, should not be considered as the basis for a determination that the individual is a trained Fiscal Specialist who should be charged with the responsibility for custodianship of Station funds.

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16 December 1958

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